



Town of Leesburg, Virginia Citizen's Emergency Preparedness Guide



April 2006

Town of Leesburg Citizen's Emergency Preparedness Guide

Citizens and Visitors to Leesburg:

The Town of Leesburg has developed this Town of Leesburg Citizen's Emergency Preparation Guide to assist you, both in planning for and dealing with actual emergencies that may affect the town. This Guide includes general information in the following areas:

1. What Can You Do To Prepare for an Emergency
 - a. Developing Family Emergency Plans
 - b. Creating Emergency Kits
2. Town of Leesburg Evacuation Plans
3. Town of Leesburg Invacuation Plans
4. Town of Leesburg Emergency Communications Plans

While preparation for emergencies is one of the most important functions of local government, it must begin with the individual. Each and every one of us must take personal responsibility for ours and our family's safety in an emergency. While we are fortunate that our close proximity to the Nation's Capitol gives us access to tremendous resources, in the event of a wide spread emergency, those resources will be stretched very thin and may not be available. Thus we as a community and you as an individual must be prepared to "go it alone" in an emergency for at least seventy-two (72) hours, and perhaps even longer.

Your safety is our priority and we hope this Guide will enhance your preparedness and contribute to the safety of you and your family.

John A. Wells
Town Manager

Joseph R. Price
Chief of Police

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Things That You Need To Know and Do in an Emergency

How can I be prepared?

Being prepared at the time of an emergency involves knowing what to do and having the necessary plans and resources in place. As recent events have vividly demonstrated, **EVERY PERSON / FAMILY** must take responsibility for their own welfare during an emergency. The first step in preparing for an emergency is to create a **Family Emergency Plan**. Part of the family emergency planning effort is to make sure everyone knows what they are to do and where they are to go. Additionally, it is critical to have an Emergency Kit ready to go. Although the minimum level of supplies that your kit should have is for three days, the prudent kit will have seven days of supplies. The following pages provide detailed information on the steps necessary to develop a Family Emergency Plan. The time to do it is not right before the storm hits, but NOW.

How will I be notified?

In an emergency situation, officials of the Town of Leesburg will implement various emergency procedures and plans based on current conditions and recommendations from emergency response personnel. These plans will increase response capability, safeguard our community, and inform our citizens. The town has a number of methods that will be utilized to notify a particular community or the entire town of an emergency situation. They include:

1. Media notification to local print, radio and television media
2. Electronic Alerts through the Silent Partner System
3. Electronic Alerts over Cable Television Channels (the Emergency scroll will appear on all cable channel not just government channels but not on satellite channels)
4. Telephonic notification through the Reverse 911 system
5. Public Address Announcements via public safety vehicles (time and circumstances permitting)
6. Door to door notification (time and circumstances permitting)

The notification message will tell you what you must do to stay safe, whether to evacuate or shelter in place, and what areas of the town to avoid.

Primary Emergency Broadcast Stations

Television

- WUSA (CBS) Channel 9
- WRC (NBC) Channel 4
- WTTG (FOX) Channel 5
- WJLA (ABC) Channel 7

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Radio

- WAGE Radio Frequency 1200 AM
- WTOP Radio Frequency 1500 AM or 103.5 FM

Additional Information and Resources

If you need additional information about how to prepare personal or family emergency plans and kits, you are encouraged to contact:

- Department of Homeland Security (www.Ready.gov)
- American Red Cross (www.redcross.org)
- Virginia Department of Emergency Management (www.vaemergency.com)
- Loudoun County Office of Emergency Management (www.loudoun.gov)

If you have questions about this Guide, contact the Leesburg Police Department (www.leesburgva.gov).

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Family Emergency Plan

Family Communications Planning

One of the best ways to be prepared for any emergency is to plan how you are going to stay in touch with your family and loved ones if disaster strikes when you are not together.

- First, **meet with your household** and create a communication plan. Make it simple enough for all of the members of your household to remember.
- **Choose an out-of-town contact** that household members may reach to check on each other. This contact should have everyone's numbers and live far enough away that it would be unlikely that they would be affected by the same event.
- **Make sure** all household members have this contact information, plus numbers for each other. This includes home, work, page, cell phone numbers and e-mail addresses.
- **Identify two neighbors** and agree to watch out for each other.
- **Remember**, during a disaster telephones may not work, or may become jammed with many calls. Be patient and retry. Try e-mail.

Evacuation of an Area

In certain types of disasters ... hurricanes, floods, fires, chemical or hazardous material spills as well as terrorist attacks ... the local authorities may ask you to leave your home. If they do, they have a good reason to make this request. You should heed their advice immediately. Listen to your radio or television and follow the instructions of local emergency officials. ***When advised to evacuate, immediately follow these steps:***

- Wear long-sleeved shirts or a jacket, long pants and sturdy shoes so you can be protected as much as possible.
- Take your disaster supply kit.
- Take your pets with you; do not leave them behind. Because pets are not permitted in public shelters, follow your plan to go to a relative's or friend's home, or find a "pet-friendly hotel."
- Your local authorities will provide you with the most accurate information specific to an event in your area. Stay tuned to local radio and/or television.
- If you have time, call your family contact to tell them where you are going and when you expect to arrive.
- Lock your home.
- Use travel routes specified by local authorities -- don't use shortcuts because certain areas may be impassable or dangerous.
- Stay away from any downed power lines.

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Shelter in Place

Shelter in Place" is a method to help keep contaminated air out of your home. If you are advised to "shelter in place," you need to remain inside your home or office and protect yourself there.

When advised, immediately follow these steps:

- **Shelter:** Go inside. Get your disaster supply kit. Bring pets in, if possible.
- **Shut:** Seal house so contaminants cannot enter
 - Close and lock windows, doors and fireplaces
 - Turn off ventilation systems such as heating, air conditioning, fans, stove, dryer, etc.
 - Go to an interior room with the fewest windows/doors that is above ground (not basement). (In a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and some may seep into basements.)
 - If you have the time and the ability, use duct tape and plastic to seal windows, doors, vents, electrical outlets and holes around pipes and fixtures.
- **Listen:** Listen to radio or TV. (Ensure that your emergency kit has a battery operated portable radio and extra batteries)
 - Avoid using the phone.
 - Unless in immediate danger, do not leave your home unless you are instructed to do so.
 - Make "go packs" in case of evacuation
 - If evacuating use routes suggested by authorities. If possible go uphill, upwind

Special Needs & Disabilities during an Emergency

If you or a family member has a special need or a disability, you should address these issues as you are preparing your family's emergency plan.

- Carry a health information card if you have a special need.
- Evaluate truthfully your capacities, limitations, needs and surroundings.
- Determine the type of help you might need during an emergency, and make appropriate plans.
- List the information you might need, such as your doctors, medications, your specific disability, allergies, equipment needed etc.
- Keep all necessary medication and supplies on hand for at least a 7-day period

Additional Information concerning emergency planning for special needs can be found at: www.vaemergency.com/prepare/specneeds/

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Pets and Service Animal Safety during an Emergency

For many, pets are an important part of our family. For their safety and yours, have an emergency plan for their care.

- Keep your pet's license and identification tags current with your telephone number and the number of your out of town contact.
- Make arrangement with neighbors to rescue or care for your pets if you cannot be at home.

For evacuation:

- Keep your pet on a leash or in a carrying case.
- Pack supplies that include food, water bowl, blanket and plastic bags for disposing of feces.
- Plan on how you will care for your pet after evacuation.
 - Pets, in contrast to service animals (such as seeing eye dogs), may not be allowed in shelters because of health regulations

Additional Information concerning emergency planning for pets can be found at:
www.vaemergency.com/prepare/pets/

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FAMILY EMERGENCY PLAN

Create a Personal Family Emergency Plan

Discuss with your family how you will respond to an emergency. If you have children in school, you need to fully understand the schools' plans in the event of an emergency. If you are instructed to evacuate, your children may have already been taken to a safe place by the time you reach their school. Find out where they will go and make arrangements to have them picked up at a later time.

Personal Family Evacuation Plan:

If evacuated from school, my children will be transported to this safe location:

Emergency Contact Numbers:

Police 911

Fire 911

EMS 911

Father Work Cell

Mother Work Cell

Designated Emergency Contacts

Relative/Friend outside the area

Name Phone#

Email

Neighbor 1

Neighbor 2

School 1

School 2

Daycare

Building Security

Other

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Emergency Three Day Kit

The best time to assemble a three-day emergency supply kit is well before you'll ever need it. Most people already have these items around the house and it is a matter of assembling them now before you need them. Start with an easy to carry water tight container. A large plastic trash can will do, or line a sturdy cardboard box with a couple of trash bags. Next gather up the following items and place them in or near your kit: Stocking up now on emergency supplies can add to you family's safety and comfort during and after a disaster. Store enough supplies for at least three days, preferably seven days, in one place.

Essentials:

- Water - 1 gallon per person per day
- Water purification kit or bleach
- First aid kit and first aid book
- Pre-cooked, non-perishable foods such as canned meats, granola bars, instant soup, cereals, etc.
- Baby supplies: formula, bottles, pacifier, soap, baby power, clothing, blankets, baby wipes, disposable diapers, canned food and juices.
- Non-electric can opener
- Anti-bacterial hand wipes or gel
- Blanket or sleeping bag per person
- Portable radio or portable TV with extra batteries
- Flashlight and extra batteries
- Essential medications
- Extra pair of eyeglasses
- Extra house and car keys
- Fire extinguisher - ABC multipurpose
- Food, water, leash and carrier for pets
- Cash and change
- Seasonal change of clothing, including sturdy shoes
- Maps – local and regional
- Necessary identification, health insurance cards, medical records for chronic illnesses

Sanitation Supplies:

- Large plastic trash bags for waste, tarps and rain ponchos
- Large trash cans
- Bar soap and liquid detergent
- Shampoo
- Toothpaste and toothbrushes
- Feminine hygiene supplies
- Toilet paper
- Household bleach
- Rubber gloves

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Town of Leesburg Evacuation Plan

The Town of Leesburg has developed a plan to evacuate the workforce, residents and visitors in times of emergency. The enclosed map indicates directional based evacuation routes. In the event of an emergency requiring an evacuation, emergency officials will designate which route you should follow in order to safely evacuate the danger area. For vehicular evacuations, be sure to use the evacuation route that corresponds with the location of your vehicle, not your place of work. For pedestrian evacuations, the town has identified neighborhood hubs that will serve as staging areas for mass transit supported evacuations. The following guidelines and concepts define the scope of the evacuation plan; where you are supposed to go and how to get there

What do I do at the time of an emergency evacuation?

Above all – Remain Calm. Remember that you have prepared an emergency kit and made prearranged plans for you and your family. Obey all instructions from the Police and Fire emergency personnel. Your first priority is to remove yourself from any danger. An evacuation would occur only if there is significant and credible information from reliable sources indicating that there is imminent danger from an attack, or a man-made or natural disaster

Create a Personal Evacuation Plan

Evacuation routes are planned in advance but designated at the time of the incident. This is because many factors such as location of the incident, size of the incident, location requiring evacuation, weather / wind conditions, etc. all affect the areas to be evacuated and the safe direction of travel. For example, you may live in the southeast quadrant but because of the nature and location of the event, you may be told to evacuate using the northern route. The preplanned evacuation routes for the town are highlighted on the enclosed map. A different color designation is identified for each direction of evacuation. In an evacuation, do not use your regular route of travel, unless you are directed by police or other emergency traffic control personnel. Normal traffic patterns and routes may be altered depending on the type of emergency. In an evacuation you will be told which direction to move and traffic direction/control will be in place to facilitate your movement from the danger area.

Evacuation Route Information

- **Northern Evacuation Route (Serving the Northern areas of town)**
- RED ROUTES
 1. North on Business Rt 15 (King St) to Rt. 15; exit town to north
 2. North on Rt. 15 By-Pass, North on Rt. 15; exit town to north
- **Southern Evacuation Route (Serving the Southern areas of town)**
- GREEN ROUTES

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1. South on S. King St to Rt. 15; exit town to south
2. By-Pass to Greenway (Rt. 267) exit town to south/east
- **Western Evacuation Route (Serving the Western areas of town) - BROWN ROUTES**
 1. West on Market St to Rt. 7; exit town to west
 2. By-Pass to West Rt. 7; exit town to west
- **Eastern Evacuation Route – (Serving the Eastern areas of town) PURPLE ROUTES**
 1. East on East Market (Business Rt. 7) to Route 7; exit town to east
 2. By-Pass to Rt. 7 east; exit town to east
 3. Rivercreek to Rt. 7 east; exit town to east

Emergency Vehicle Routes - BLUE ROUTES – designated to allow for the rapid movement of emergency responders into affected areas

1. Battlefield Parkway
2. Catoctin Circle
3. Potomac Station Dr. / Ft. Evans Rd.
4. Edwards Ferry Rd.
5. Plaza St.
6. Loudoun St

NOTE: IN ORDER TO FACILITATE EMERGENCY RESPONSE YOU ARE ASKED TO FOLLOW THESE DIRECTIONS/ROUTES EVEN IF YOUR FAMILY PLAN CALLS FOR YOU TO MEET IN A DIFFERENT DIRECTION. ONCE YOU CLEAR THE DANGER ZONE, YOU CAN MOVE TO YOUR DESIGNATED DESTINATION VIA AN ALTERNATE ROUTE OUTSIDE OF THE DANGER AREA.

Precautionary Evacuation (Vehicular)

When this type of evacuation is ordered, those affected should leave the area by the same mode of transportation in which they traveled into town, unless directed otherwise by Police, Fire or other emergency traffic control personnel.

Only the normal (right) side of the roadway should be used for travel away from the town. The left side of the roadway must be kept clear for responding emergency vehicles. All inbound traffic will be restricted. Traffic will not be permitted to drive cross-town. If there is a power outage, all intersections with traffic lights must be treated as four-way stop signs.

Continue traveling until you are at least **one mile away from the town**. Do not abandon your vehicle at any time because the traffic is too congested. This will create an unmanageable situation and turn a vehicular evacuation into a pedestrian evacuation without cause. Once you have committed to a travel route, do not change it.

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Pedestrian Evacuation

While it is anticipated that the majority of residents, workers and visitors will evacuate by automobile, plans have been developed to evacuate those citizens who do not have access to a vehicle for evacuation. Additionally, a pedestrian evacuation may be ordered if a vehicular evacuation is not possible. Direct threat or attack would be situations that could initiate a pedestrian evacuation. Should this type of evacuation occur or if you do not have transportation for self evacuation then proceed to the nearest **Neighborhood Hub**.

Predesignated Neighborhood Hubs are clearly indicated on the map. Walk in an orderly fashion to the nearest area hub. Do not create your own area for standing or waiting; keep moving until you come to your designated area.

Neighborhood Hubs

1. ***North East***
 - a. Leesburg Elementary School - 323 Plaza St
 - b. Balls Bluff Elementary School - 821 Battlefield Parkway
2. ***North West / Historic District***
 - a. Town Hall – 25 W. Market St
3. ***South East***
 - a. Tolbert Elementary School - 691 Potomac Station Dr
 - b. Cool Spring Elementary School - 501 Tavistock Dr
 - c. Evergreen Mill Elementary School - 491 Evergreen Mill Rd
4. ***South West***
 - a. Greenway Farms Community Center - 55 Meade Dr
 - b. Monroe Technical Center - 715 Children's Center Rd

From the Hubs you will be transported to a predesignated shelter. Remember, it is up to you to develop a family emergency plan.

Special Needs

If you have any special needs and require special transportation assistance, in either a vehicular evacuation or a pedestrian evacuation, you must make a personal transportation plan for yourself that addresses your special need. Do not rely on outside resources that may not be available. Emergency resources will be available on a priority basis only

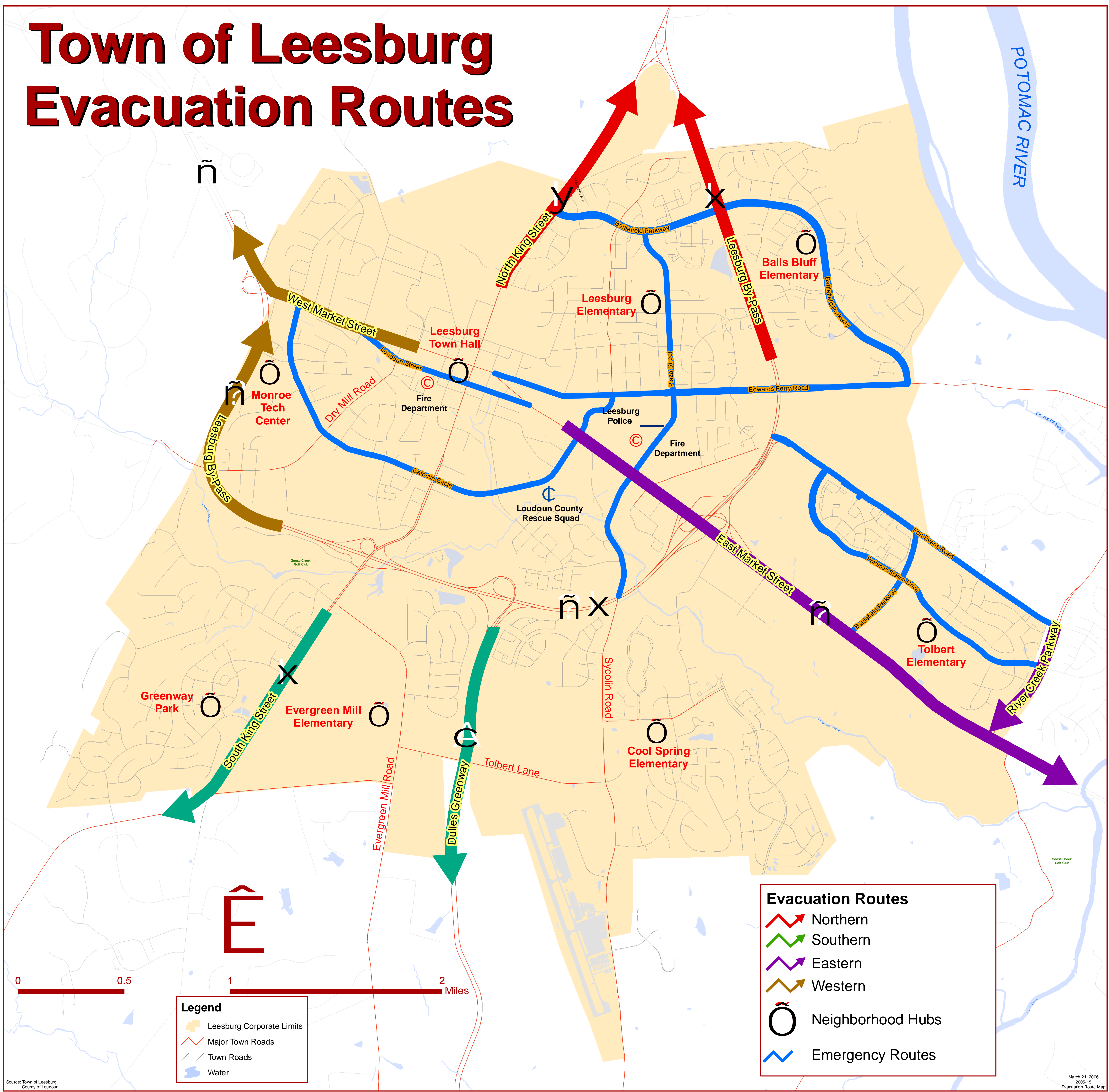
If you live or work in a building with a property manager, you should coordinate with your property manager and know what the emergency plans are for your building. If you don't have a plan, work together with the property manager to develop one.

Do not attempt to go against the flow of traffic. Obey the directions of all Police, Fire or other designated traffic control personnel.

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Make a prearranged personal plan for you and your family. Develop a communication system to ensure everyone knows the plan and review it periodically for easy recall.

Town of Leesburg Evacuation Routes



Legend

- Leesburg Corporate Limits
- Major Town Roads
- Town Roads
- Water

Evacuation Routes

- Northern
- Southern
- Eastern
- Western
- Neighborhood Hubs
- Emergency Routes

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Town of Leesburg Invacuation Plan

The Town of Leesburg is situated at a transportation crossroads for traffic heading west from the greater Washington DC metropolitan area. Clearly, the Washington DC area is exposed to disasters and in particular, terrorist activity. Invacuation is the term used to describe the activity that will occur in Leesburg should there be a catastrophic event in jurisdictions to the east that would result in a significant evacuation of Washington DC and/or other close in suburbs. This plan has been developed upon the planning assumption that such an event/evacuation would result locally in a high influx of vehicular traffic through the town by persons fleeing or being evacuated from those areas.

This plan has been developed to provide guidance in establishing traffic patterns that are designed to:

1. Prevent congestion from blocking intersections.
2. Provide flow of through traffic movement on the Primary Highways.
3. Accomplish the desired evacuation
4. Provide for the needs of residents and evacuees.

To accomplish this, cross traffic through major intersections may be prohibited, 1-way traffic patterns may be established on typical 2-way roadways and left turns may be prohibited at many intersections.

While this plan is based upon the assumption that the majority of the people involved in this invacuation have a defined destination that is not Leesburg, coordination will have to be made with Loudoun County Fire/Rescue and Emergency Management for sheltering options.

Notification – Officials of the Town of Leesburg will advise residents and workers should there be a need to implement the Invacuation Plan. The town has a number of methods that could be utilized to notify a particular community or the entire town that an invacuation is occurring. They include:

1. Media notification to local print, radio and television media
2. Electronic Alerts through the Silent Partner System
3. Electronic Alerts over Cable Television Channels (the Emergency scroll will appear on all cable channel not just government channels but not on satellite channels)
4. Telephonic notification through the Reverse 911 system

The notification message will tell when the Invacuation plan will go into effect.

If this plan is implemented residents are requested to stay off the roads and only drive if it is a matter of life or death. **If you must drive, use only the designated /controlled intersections to exit you neighborhoods.** Drivers will need to be

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patient, cognizant of police traffic control, and obey all signs and barricades. Leesburg has a network of trails and sidewalks that would be an excellent means of movement to necessary shopping and travel to the commercial areas of town.

Washington Area Evacuation High Traffic Roadways

There are three (3) principle routes that would be used by people evacuating from the east and coming to or passing through Leesburg. They are:

1. Route 15
2. Route 7
3. Route 267 (Dulles Greenway)

Because of this, the Invacuation Plan deals with neighborhoods situated near the major transportation routes of:

1. South- Route 15 (South King St.) from the town line (Woodlea Dr) to the By-Pass
2. East – Route 7 (East Market St) from the town line (River Creek Pkwy) to the By-Pass
3. By-Pass from Greenway (Rt 267) east and west to town lines (western and northern ends).

It is anticipated that because of the limited capacity of Route 7 and Route 15, the majority of the traffic will utilize the Greenway (Route 267).

Route 15 Traffic Points

All traffic signals along this route with the exception of Rt. 15 at Meade, Rt 15 at Country Club, and Rt. 15 at Governors Dr. will be set on yellow flash for Rt. 15 and barricaded to allow for right turn only from the neighborhood streets. Police personnel at Meade, Country Club and Governors will maintain manual control of the light cycles. All neighborhood traffic exiting at locations other than Meade, Country Club and Governors will be required to make a right turn only.

Route 7

All traffic signals along this route with the exception of Rt. 7 at Rivercreek Pkwy will be set on yellow flash for Rt. 7. All intersections between the by pass and Rivercreek will be closed/barricaded and only right-hand turns will be allowed. Police Personnel at Rivercreek Pkwy and Route 7 will maintain manual control of the light cycles. All neighbor traffic exiting at locations other than Rivercreek will be required to make a right turn only.

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Route 267 (Greenway) Traffic Points

Since there are no intersections of the Greenway within town other than the end/start point, traffic control at this location will be strictly a monitoring operation. Should the traffic flow be of a large volume then cones/cruiser and ultimately large Public Works / VDOT trucks will be used to create a clear exit ramp onto the By-Pass for both west bound and northbound traffic.

Rt. 7 / Rt. 15 By-Pass

All traffic signals along this route with the exception of Rt. 7/15 By-Pass at Sycolin Rd and Rt. 15 at Battlefield Pkwy will be set on yellow flash for Rt. 7/15 By-Pass and barricaded to allow for right turn only action. Police personnel at Sycolin and Battlefield will maintain manual control of the light cycles. All neighborhood traffic exiting at locations other than Sycolin Rd. and Battlefield Pkwy will be required to make a right turn only, no crossover traffic.

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Town of Leesburg Emergency Communications Plan

Town-Wide Communication System Failure Contingencies

The police department has a number of contingency plans to deal with failure of the Emergency Communications Center (ECC) and/or the main police communications systems. These involve utilizing back up frequencies, cellular phones and mobile computers. The department has the capability to maintain communication with other government entities and responders through voice, data and satellite communication systems.

Should there be a town-wide failure of the telephone system; the following steps will be implemented:

1. If cellular phone service remains viable then citizens should use cellular service to request emergency service. Because the capacity of cellular towers is limited, citizens should only use cell phones for critical communication so as not to overload the cellular system.
 - a. Town officials will provide the media with the cell numbers for critical services (Police, Fire/Rescue) and request immediate dissemination to the public.
2. If cellular service fails as well, town representatives will be stationed at key locations (**Neighborhood Hubs**) throughout the town. These locations are identified below.
 - a. Should citizens need to access emergency services they should proceed to one of the designated locations. At these locations, there will be town representatives equipped with radios who can request the needed assistance.
 - b. **These communication points are for EMERGENCY COMMUNICATION NEEDS ONLY.**

Neighborhood Hubs

1. North East

- a. Leesburg Elementary School - 323 Plaza St
- b. Balls Bluff Elementary School - 821 Battlefield Parkway

2. North West / Historic District

- a. Town Hall – 25 W. Market St

3. South East

- a. Tolbert Elementary School - 691 Potomac Station Dr
- b. Cool Spring Elementary School - 501 Tavistock Dr
- c. Evergreen Mill Elementary School - 491 Evergreen Mill Rd

4. South West

- a. Greenway Farms Community Center - 55 Meade Dr
- b. Monroe Technical Center - 715 Children's Center Rd